

OFFICE OF THE CITY CLERK

Impact Analysis Report

OVERVIEW

The City Clerk is responsible for making all official City Council records and documents accessible to the public and conducting elections for Mayor, City Council, and ballot measures. Copies of the City Charter, Municipal Code, supplements to the Code, City Council meeting minutes, official documents, forms, and records are available upon request. City Council meeting agendas and synopses are available on an ongoing basis, by subscription. The Office of the City Clerk also performs special research and notary services on a fee basis.

Revenues from Document Copying and Sale of Publications are expected to decrease over time, as more documents and publications become available on the web.

SUMMARY AND IMPACT OF PROPOSED FEE REVISIONS

No fee changes are proposed for 2004-2005.

NOTIFICATION

General public notice of the proposed fee schedule is provided through published Council hearing dates and a minimum of ten days public review of the 2004-2005 Proposed Fees and Charges Report.

DEPARTMENTAL FEES & CHARGES

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Service	Adopted 2003-2004	Council Policy Cost Recovery Category	Adopted Cost Recovery %	Proposed 2004-2005 Fee	2004-2005 Estimated Cost	Estimated 2004-2005 Revenue		% Cost Recovery	
						Current Fee	Proposed Fee	Current Fee	Prop'd Fee
1. DOCUMENT COPYING									
a. Public Documents	\$.10 each image, \$1 min.	Category II	50.0%	No Change	1,000	500	500	50.0%	50.0%
b. •Political Reform Act (PRA) forms*	\$.10 each image	Category II	50.0%	" "	500	250	250	50.0%	50.0%
•Old PRA forms*	\$5 + \$.10 each		N/A	" "	N/A	N/A	N/A	N/A	N/A
c. FAX copies to public	\$1 per document	Category I	100.0%	" "	25	25	25	100.0%	100.0%
d. Mail copies to public	Actual cost, minimum \$1	Category I	100.0%	" "	50	50	50	100.0%	100.0%
2. SALE OF PUBLICATIONS									
a. Agenda Subscriptions		Category I	100.0%	No Change	500	500	500	100.0%	100.0%
City Council	\$55 per year								
Planning Commission	\$20 per year								
Planning Director Hearing	\$22 per year								
Redevelopment Agency	\$14 per year								
b. Municipal Code	Actual printing cost	Category I	100.0%	No Change	1,400	1,400	1,400	100.0%	100.0%
c. Code Supplements	Actual printing cost	Category I	100.0%	" "	1,275	1,275	1,275	100.0%	100.0%
d. City Charter	\$5 each copy	Category I	100.0%	" "	100	100	100	100.0%	100.0%
e. Operating Budget book	Actual printing cost	Category I	100.0%	" "	250	250	250	100.0%	100.0%
f. Capital Budget book	Actual printing cost	Category I	100.0%	" "	100	100	100	100.0%	100.0%
3. TAPE DUPLICATION		Category I	100.0%	No Change	100	100	100	100.0%	100.0%
a. Duplicating Services	\$6 each copy +								
b. Materials	\$1.50 (if needed)								
4. LATE FEE FOR PRA FILINGS*	\$10 per day	Category II	N/A	No Change	N/A	N/A	N/A	N/A	N/A
5. SPECIAL RESEARCH/SERVICES	\$30 per hour + materials	Category I	100.0%	No Change	450	450	450	100.0%	100.0%
6. NOTARY PUBLIC SERVICES*	\$10 each acknowledgement	Category II	N/A	No Change	N/A	N/A	N/A	N/A	N/A
7. INITIATIVE PETITION FILING*	\$200 per petition	Category II	N/A	No Change	N/A	N/A	N/A	N/A	N/A
SUBTOTAL					5,750	5,000	5,000	87.0%	87.0%

*Set by State law

TOTAL DEPARTMENT - GENERAL FUND	5,750	5,000	5,000	87.0%	87.0%
TOTAL DEPARTMENT - NON-GENERAL FUND	N/A	N/A	N/A	N/A	N/A
TOTAL DEPARTMENT - CATEGORY I	4,250	4,250	4,250	100.0%	100.0%
TOTAL DEPARTMENT - CATEGORY II	1,500	750	750	50.0%	50.0%
TOTAL DEPARTMENT	5,750	5,000	5,000	87.0%	87.0%